

business and industrial coordinating council

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ROLAND E. STEWART, EXECUTIVE DIRECTOR

MEMO TO: Messrs. Frauenheim, Cleff, and Youniss
FROM: Roland E. Stewart
DATED: September 23, 1971
SUBJECT: Revised Operations Plan For CEO Project 9/14/71

It appears to be mandatory to re-state that BICC has actual responsibility to (1) process and place Essex County citizenry in meaningful training or employment while (2) engaging in any opportunistic worthwhile venture to help in achieving number one. A recognition of this philosophy will assist AIP-PDS in digesting reactions and actions related to its CEO Project with the assistance of BICC. Secondly, this "white paper" will serve as the second part of a written tangible contribution to a relationship otherwise unsecured by formalized contracts or other writings.

It is important to point out that the job market, economic conditions, and employment leads for the semi-skilled to unskilled, the population served by BICC, has been poor to ridiculous. The economic downturn of Jun. 1970 has sat among the Greater Newark communities like an unwanted relative. Employers universally have frozen hiring in the light of the continued recession. It has become an employer's market, in which the sophisticated overqualified are hired to fill employment slots which during normal times are offered the less sophisticated.

Consequently, BICC takes serious issue with paragraph 3 of Introduction and Background alleging "It is apparent that the major problem in placement of applicants in the Newark area is, as we anticipated, the development of sufficient job openings to provide enough variety of matches for an individual applicant." Employers, despite possible feelings to the contrary, do not perceive CIMS referred persons as extraordinary, or any higher priority than those from an employment agency, other community agencies, walk-ins, or SES. It is the credibility, reliability, and salesmanship of the agency in direct contact with the employer which affects reception and/or hiring. As indicated strongly by your own Dr. Cleff, the match offers BICC an opportunity to sell the candidate to the employer. BICC has and will continue to screen jobs of the 10 matched for sex requirements, arrests, salary, actively open or not, transportation, desire of applicant to commute, and other factors which affect ANY OPEN OR CURRENTLY CLOSED JOB CHOICE.

BICC has no quarrel with the People Bank discussion generally, and accepts suggestions on purging or updating its data. This function (People Bank) is not mentioned in the CEO contract and there is some question as to the amount of written space given to it. BICC considers as its administrative responsibility the action of updating its People Bank for its dual purposes by eliminating:

- (1) those persons actively working or in training programs leading to employment.

- (2) those persons no longer looking for training or work.
- (3) those persons who have moved and we cannot contact.
- (4) those persons from whom we can get no response.

In reference to paragraph II, Job Development and Collation, it is academic about the larger number of job profiles and successful placement. The job cluster would seem to deny this if valid. BICC already had used an informal match analysis to place persons in "areas of employment." Those persons are referred as Computer Assisted. There is further issue with AIP-PDS logic of 2 JOCL's per day which then means 360 during the 35 week period. It is unconsciousable and highly irregular to require 360 JOCL's from a BICC, while the cluster analysis, a result of countrywide analysis in five years, was the yield of about 550 JOCLs per year staff. Mr. Youchah alleged further, that a program such as ours should have 80-85 JOCLs. We entered the program with over 100 and have picked up 21 JOCLs representing 111 jobs since July 15th.

BICC is awaiting AIP-PDS's referral to hire ratio from its prior experience to compare with BICC's own, before it seriously considers either the headlong acquisition of JOCLs or abandoning the spirit of the BICC-AIP PDS agreement that the latter would obtain JOCL leads via SES. BICC has to date mailed 5000 brochures and letters to employers, plus a recently completed 2000 follow up amount to secure functional analyses of jobs. BICC is continuing to actively pursue and acquire JOCLs through leads and response to inquiries in a continuing POOR LABOR MARKET. BICC further welcomes AIP-PDS assistance to secure JOCLs when necessary. BICC notes with some trepidation of the highly unusualness of an AIP-PDS with a 5 year countrywide history reverting to a "supporting" role in job collection without offering its acquired expertise in securing JOCLs.

Paragraph III related to specialized groups, it should be made clear, shall not be charged against the CEO group. BICC understands compliance etc. Unless Welfare people can be matched effectively to jobs, they will constitute BICC's experimental group, as will Spanish speaking persons and company employees. It would appear that were BICC involved in matching the Public Employees to City or County jobs, AIP-PDS might be interested. The paragraph is also not clear as to what special groups have to do with the CEO contract, nor as to why will AIP have to advise BICC on activity not related to the CEO contract.

Section III, 2 - The Match Strategy - It is unclear as to what is meant by "that job". BICC will continue to analyze the ten job printout for excluding factors mentioned earlier.

Section III, 2a - BICC states unequivocally in accordance with its dual responsibility that it will not purge the People Bank to CEO contract people only. CEO people can be readily identified by the dates of application.

Section IV, 1c - is hereby amended or clarified to include "as pertains to CEO contracted applicants only."

It might serve a useful purpose for AIP-PDS to further ponder an activity study pertaining to its contracted request, keeping in mind the 2½ people (87½ hrs) ADP-PDS indicated could handle its requirements. Following is a time study based upon the 35 hour week assuming 2 JOCLs a day and 35 people a week:

- 44 hrs a week interview & referral to jobs
- 20 hrs SJCL Administration - 2 sessions per day
- 40 hrs JOCL Administration - 4 hrs per JOCL
 - to include travel and administrative details
- 10 hrs - Administration & Management - to include re-interview, tests, letters, follow up, statistical reports

114 hrs related to CEO - AIP-PDS

It may be obvious that 2½ people constitute 87½ hrs of activity. There is a 27½ hour deficit. The employees also have a dual responsibility to other BIOC concerns. It is BIOC's opinion that an additional Vocational Analyst should be provided for financially, or ADP-PDS provide the person to take over 70% of the JOCL securing function.

Finally, as a partner and sub-contractor, BIOC requires for its use and perusal of its Executive Committee a copy of reports submitted CEO to insure its interests are being met, its role is clearly defined, and necessary adjustments can be made in regard to the field of employment.